

**Buildings Maintenance Manager (Recreation) - Work History Form - 2014**

Announcement # 8995

Class Code: C2413

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Completion of this *Special Work History Form* is part of the selection process for the Buildings Maintenance Manager (Recreation) position. Your grade will depend, in part, on the information you provide here. Civil Service reserves the right to determine the relevance of experience and/or training.

Civil Service must be able to use the information you supply on this form to determine if you meet the minimum qualifications as listed in the announcement for this position. In filling out this Special Work History Form, ***please use the announcement as a reference.***

This form is divided into two sections. They are:

- I. Work experience, and
- II. Post-Secondary Education

Return *all* required documentation to 1340 Poydras Street, 9<sup>th</sup> floor, *including your:*

High School Diploma, or G.E.D., or Bachelor's Degree, and

Completed and signed *Special Work History Form*,

**No later than two (2) weeks from the date of your application.**

If official documentation is not received in this office by 5:00 p.m. on the due date, we will assume that you are no longer interested in the position.

**IMPORTANT:** Check to make certain that you have completed each item fully and accurately. If in reviewing your form it is found to be inaccurate or incomplete, it may be rejected or returned to you for more information. Fully completing this form begins by carefully reading and signing the Certification statement that follows.

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**CERTIFICATION:**

I hereby certify that this form contains no willful misrepresentation or falsification; that information given by me is true and complete to the best of my knowledge and belief. I am aware that, should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from the employment list, and I may be disqualified from applying in the future for positions in the Civil Service of the City of New Orleans.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

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**INSTRUCTIONS: SECTION 1: WORK EXPERIENCE**

In this section you are asked to describe your work experience. It will be to your advantage to be as thorough as possible in your description.

**NOTES:**

1. If in reviewing your form it is found to be incomplete, it may be rejected or returned to you for more information.
2. In describing your experience, please list your most recent experience first. Describe the type of duties performed and approximate the percentage of time doing them.
3. References may be verified.
4. To be considered an employee's supervisor, you must have done all of these:
  - a. assigned and reviewed the employee's work.
  - b. signed payroll time cards/ time sheets or approved requests for time off.
  - c. completed performance appraisal / service rating forms on the employee.
5. Forms are provided to describe three positions on the following pages. The first two are labeled "POSITION #1" and "POSITION #2." The final form is labeled "POSITION # \_\_\_\_". If you need to describe more than three positions, copy this final form (pages 7 & 8) and complete these.

Number the position described in the blank provided (when describing positions 3 or greater).

**WORK EXPERIENCE - POSITION #1:**

Describe your increasingly responsible experience in facilities management, including building and grounds maintenance. Include a description of your budget preparation and development responsibility, if applicable. Answer all of the questions below (a - g).

- a. Describe briefly the area of work.

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Job Title: \_\_\_\_\_

Organization/Department/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Dates: \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

- c. Name of Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_  
(May we contact this person \_\_\_\_ yes \_\_\_\_ no)

- d. Duties (provide an approximate percentage of time spent doing the duties listed):

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**WORK EXPERIENCE - POSITION #1 (Continued):**

- d. Duties (continued) (*provide an approximate percentage of time spent doing the duties listed*):

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- e. Did this position require you to supervise? ☐ **YES** ☐ **NO**  
If YES, list the name and title of these employees:

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- f. Was this position Full-time or Part-time? ☐ **Full-time** ☐ **Part-time**  
If part-time, please provide the approximate number of hours per week worked:

- g. Was this position salaried or hourly? ☐ **Salaried** ☐ **Hourly**

**WORK EXPERIENCE - POSITION #2:**

Describe your increasingly responsible experience in facilities management, including building and grounds maintenance. Include a description of your budget preparation and development responsibility, if applicable. Answer all of the questions below (a - g).

- a. Describe briefly the area of work.

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Job Title: \_\_\_\_\_

Organization/Department/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Dates: \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

- c. Name of Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_  
(May we contact this person \_\_\_\_ yes \_\_\_\_ no)

- d. Duties (provide an approximate percentage of time spent doing the duties listed):

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**WORK EXPERIENCE - POSITION #2 (Continued):**

- d. Duties (continued) (*provide an approximate percentage of time spent doing the duties listed*):

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- e. Did this position require you to supervise? ☐ **YES** ☐ **NO**  
If YES, list the name and title of these employees:

Name:	Title:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- f. Was this position Full-time or Part-time? ☐ **Full-time** ☐ **Part-time**  
If part-time, please provide the approximate number of hours per week worked:

- g. Was this position salaried or hourly? ☐ **Salaried** ☐ **Hourly**

**WORK EXPERIENCE - POSITION # \_\_\_\_\_:**

Describe your increasingly responsible experience in facilities management, including building and grounds maintenance. Include a description of your budget preparation and development responsibility, if applicable. Answer all of the questions below (a - g).

- a. Describe briefly the area of work.

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Job Title: \_\_\_\_\_

Organization/Department/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Dates: \_\_\_\_\_ to \_\_\_\_\_  
month/year month/year

- c. Name of Supervisor: \_\_\_\_\_ Phone number: \_\_\_\_\_  
(May we contact this person \_\_\_\_ yes \_\_\_\_ no)

- d. Duties (provide an approximate percentage of time spent doing the duties listed):

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**WORK EXPERIENCE - POSITION # \_\_\_\_\_ (Continued):**

- d. Duties (continued) (*provide an approximate percentage of time spent doing the duties listed*):

	<u>% of time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- e. Did this position require you to supervise? ☐ **YES** ☐ **NO**  
If YES, list the name and title of these employees:

Name:

Title:

_____
_____
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- f. Was this position Full-time or Part-time? ☐ **Full-time** ☐ **Part-time**  
If part-time, please provide the approximate number of hours per week worked:

- g. Was this position salaried or hourly? ☐ **Salaried** ☐ **Hourly**

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**\*\* If you need to describe more than three positions, copy this final form (pages 7 & 8) and complete these. Number the position described in the blank provided.**



## SECTION II. POST-SECONDARY EDUCATION

A. Degree(s). List any degrees you have obtained. A college degree is not required for this position, but it may be used to substitute for some of the required experience. Refer to the official announcement for more details. In describing your educational background, list only undergraduate and graduate degrees received from an accredited college or university.\* **Begin with your undergraduate degree(s) first.** For each degree listed, be sure to include:

- a) the type of degree (e.g., BA, BS, MBA, MPA, MS, MA)
- b) the year that you graduated
- c) your major field of study
- d) the name of the institution from which you graduated

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1.    a) type of degree \_\_\_\_\_  
      b) year graduated \_\_\_\_\_  
      c) major \_\_\_\_\_  
      d) the name of the institution \_\_\_\_\_
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2.    a) type of degree \_\_\_\_\_  
      b) year graduated \_\_\_\_\_  
      c) major \_\_\_\_\_  
      d) the name of the institution \_\_\_\_\_
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3.    a) type of degree \_\_\_\_\_  
      b) year graduated \_\_\_\_\_  
      c) major \_\_\_\_\_  
  
      d) the name of the institution \_\_\_\_\_
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**\* NOTE:** An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).